

OF THE

PUBLIC SCHOOLS

OF THE

CITY AND COUNTY OF SAN FRANCISCO.

1871.

SAN FRANCISCO:

M. D. CARR & CO., BOOK AND JOB PRINTERS, 532 CLAY STREET.

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RULES AND REGULATIONS

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RULES AND REGULATIONS.

I. Board of Education.

I. ORGANIZATION.

Section 1. Election of President.—The Board of Education shall meet on the first Tuesday in July of each year, and shall elect a President, by ballot, whose term of office shall continue during the pleasure of the Board. In the absence of the President, a President pro tem. shall be chosen, who shall possess the powers and perform the duties of the President.

Sec. 2. Standing Committees.—The President shall appoint, during the month of July, subject to the approval of the Board, the following Standing Committees, consisting of three members each:

- 1. Classification.
- 6. Cosmopolitan Schools.
- 2. Rules and Regulations. 7. Judiciary and Salaries.
- 3. High Schools.
- 8. Furniture and Supplies.
- 4. Evening Schools.
- 9. Finance.
- 5. School houses and Sites. 10. Printing.

11. Janitors.

Sec. 3. Regular Meetings.—The Board shall hold its regular meetings on the second and fourth Tuesdays of each month, when the roll shall be called and the Board shall immediately proceed to business, or adjourn. The hour of opening the sessions of the Board, from the first of April to the first of October, shall be eight o'clock, P.M., and the rest of the year, at seven and a half o'clock, P. M.

Sec. 4. Reports of Directors.—At the last regular session of the Board, in September, December, March, and June, of each year, before proceeding to other business, each Director shall be called upon to report the condition of the school or schools in his district, and the circumstances and wants of the inhabitants thereof, in respect to education, and to suggest any defect he may have noted, and improvement he would recommend, in the school regulations. The reports to be made in December and June shall be in writing.

Sec. 5. Quorum.— Seven members shall constitute a quo-

rum for the transaction of business.

II. POWERS AND DUTIES OF THE PRESIDENT.

Sec. 6. Order of Business.—The President shall take the chair at the hour appointed for the meeting of the Board, shall call the members to order, and, on the appearance of a quorum, shall cause the records of the last meeting to be read. If a quorum be not present within ten minutes past the regular hour for meeting, the Board shall stand adjourned. The order of business shall be as follows:

- 1. Reading of the Minutes.
- 2. Communications and Petitions.
- 3. Reports of Standing Committees.
- 4. Reports of Superintendent.
- 5. Reports of Special Committees.
- 6. Unfinished Business.
- 7. New Business.

Sec. 7. Order.—The President shall preserve order and decorum in the meetings; he may speak to points of order in preference to other members, and shall decide all questions of order, subject to an appeal to the Board on motion of any member regularly seconded, and no other business shall be in order until the question on the appeal shall have been decided.

- Sec. 8. Order of Speaking.—When two or more members rise to speak at the same time, the President shall name the member who may speak first.
- SEC. 9. Daties.—The President shall rise to address the Board and put a question, but may read sitting. He shall declare all votes; but if any member doubt the vote, the President, without debate, shall require the members voting to rise and stand until they are counted, and shall declare the result.
- SEC. 10. Committee of the Whole.—The President shall appoint a Chairman when the Board goes into the Committee of the Whole; at any other time he may call any member to the chair, but such substitution shall not continue longer than one meeting.
- Sec. 11. Yeas and Nays.—The President shall, at the request of one member, take the sense of the Board by yeas and nays.
- SEC. 12. Order of Motions.—All questions shall be stated by the President in the order in which they were moved, unless the subsequent motion shall be previous in its nature; except that in naming sums and fixing times, the largest sum and the longest time shall be put first. After a motion is seconded and stated by the President, it shall be disposed of by vote of the Board, unless the mover withdraw it before a decision or an amendment.
- SEC. 13. Motion to Adjourn.—The President shall consider a motion to adjourn as always in order, except when a member has the floor, or when a question has been put and not decided, or during roll-call; and motions to adjourn, to lay upon the table, to take from the table, and for the previous question, shall be decided without debate. Any member who moves to adjourn to a certain day may assign his reasons for so doing.
- SEC. 14. Previous Question.—The President shall put the previous question in the following form: "Shall the main question be now put?" And all debate shall be suspended until the previous question shall have been decided. The

adoption of the previous question shall put an end to all debate, to bring the Board to a direct vote upon pending amendments, if any, in their regular order, and then upon the main question.

SEC. 15. Special Meetings.—The President or Superintendent may, and at the written request of any three members, the President shall, call a special meeting of the Board; but no meeting of the Board shall be called on shorter notice than twenty-four hours, and no business shall be transacted thereat, except that for which the meeting shall have been called.

Sec. 16. Appointment of Committees.—All committees shall be nominated by the President, unless otherwise ordered by the Board.

Sec. 17. Committees,—The President shall be ex-officio a member of the Committee on Classification.

III. RIGHTS AND DUTIES OF MEMBERS.

Sec. 18. Duties of Members in Debate.—When any member is about to speak, he shall rise in his place, address the President, and confine himself strictly to the question under discussion.

SEC. 19. Seven Votes Required.—No measure or proposition shall be valid unless passed by seven votes, except motions to adjourn, to postpone to a definite time, to reconsider, to commit, to lay on the table, the previous question, to amend, or to substitute.

Sec. 20. Excuse from Voting.—Every member shall give his vote, when a question is put, unless the Board, for special reasons, excuse him; which question shall be decided without debate. A motion to excuse can only be made before the Board divides, or before the call of the yeas and nays is commenced.

SEC. 21. Rules of Debate.—No member shall speak more than twice on the same subject, without leave of the Board, unless he be the mover or proposer of the matter pending, in

which case he shall be permitted to reply the second time, but not until all other members choosing to speak shall have done so.

- SEC. 22. Reconsideration.—No member who did not vote with the majority, shall move a reconsideration of the vote. A reconsideration of questions can only be had at the same or first subsequent meeting.
- SEC. 23. Written Resolutions.—All resolutions shall be submitted in writing, with the name of the mover, and any motion shall be submitted in writing if the President direct, or any member request it.
- SEC. 24. Record of Committee of the Whole.—Propositions made in Committee of the Whole, unless carried, shall not be entered on the journal.
- SEC. 25. Amendments.—No motion or proposition, on a subject different from that under consideration, shall be admitted under color of an amendment.
- SEC. 26. Order of Motions.—When a question is under debate, no motion or proposition shall be entertained, but to adjourn, to lay on the table, the previous question, to postpone indefinitely, to postpone to a given day, to commit, to amend, to substitute; which several motions shall take precedence in the order in which they are above stated.
- Sec. 27. Motion to Amend.—A motion to amend, until decided, shall preclude further amendments of the main question.
- Sec. 28. Yeas and Nays.—All motions, resolutions, orders and votes of the Board, requiring the disbursement of money, shall be taken by yeas and nays, and the vote registered.
- SEC. 29.—All elections shall be by ballot when called for by any one member.
- Sec. 30. Motions Committed.—All motions and reports may be committed and recommitted at the pleasure of the Board.
- Sec. 31. Division of Question.—The division of a question may be called for when the sense will admit of it.

SEC. 32. Reading of Papers.—When the reading of a paper is called for, and the same is objected to by any member, the matter shall be determined by a vote of the Board.

Sec. 33. Suspension of Rules or Regulations.—The consent of three-fourths of the members shall be requisite for the suspension of any rule of the Board, or regulation of the schools.

Sec. 34. Cushing's Manual.—If at any meeting of the Board questions arise which are not treated of above, they shall be decided by an appeal to Cushing's Manual.

SEC. 35. Amendment or Repeal of Rules.—The Rules or Regulations may be amended or repealed at any regular meeting of the Board by an affirmative vote of eight members, notice thereof having been given in writing at a previous regular meeting.

IV. DUTIES AND POWERS OF STANDING COMMITTEES.

Sec. 36. Committee on Classification.—The Committee on Classification shall determine the classification of the schools, the promotion of classes from Primary to Grammar Schools, and shall recommend the course of instruction to be pursued.

They shall conduct the annual examinations for promotion, of the several grades in all the schools.

They shall recommend the adoption of such text books as may be needed in the course of study, in addition to those required by State law, and shall determine the duties of special teachers in music and drawing.

They shall recommend transfers of teachers to the Board, and shall determine in the several schools the promotions and positions of assistant teachers, when not otherwise determined by special action of the Board.

They shall recommend to the Board the promotion of probationary teachers.

SEC. 37. Committee on Rules and Regulations.—The Committee on Rules and Regulations shall take into eareful consideration every proposition presented to the Board, to repeal

or to amend any rule whenever the same shall be referred to them, and shall report in writing, stating their reasons for or against the proposed alteration. They shall attend to all matters of discipline referred to them by the Board, or the Superintendent, and shall investigate the charges which may be preferred against any teacher or school officer, for neglect or violation of duty.

SEC. 38. High Schools.—The Committee on High Schools, in all matters pertaining to said schools, shall observe the same rules, and perform the same duties, so far as applicable, as are prescribed for other committees in relation to the other schools of the Department.

SEC. 39. Evening Schools.—The Committee on Evening Schools shall have special charge of all the Evening Schools, and make all necessary arrangements in relation to the formation, extension and welfare of the schools. All matters pertaining to the classification, instruction and discipline of these schools shall be referred to this committee. They shall visit them as often as practicable, and report to the Board the registration of pupils, the character of attendance, and such other information as may furnish the Board with a correct idea of the condition and usefulness of these schools.

Sec. 40. School houses and Sites.—The Committee on School houses and Sites shall exercise a general supervision over the school houses and school lots of the Department, and shall consult in regard thereto with the Directors of the respective districts. They shall communicate such information in regard to the location, erection, and alteration of school buildings, and the repairs thereof, as they may deem necessary for the Board to act upon; and they shall report in writing during the June vacation, the condition of all school property. They shall, under the direction of the Board, have power to advertise for at least five days for sealed proposals for repairs or additions to school houses, and the erection of new school buildings; and shall propose plans and written specifications therefor, to the Board.

All such proposals shall be received by the Superintendent and opened at a public meeting of Board, and when accepted, the Committee shall have power to supervise the contract to be made by the Superintendent, and its execution, reporting any deviation therefrom to the Board.

SEC. 41. Judiciary and Salaries.—It shall be the duty of the Committee on Judiciary and Salaries to consider and report on all matters that may be referred to them by the Board. They shall annually, in June, report to the Board a schedule of the salaries of teachers, janitors and other employees of the Department, for the ensuing year.

Sec. 42. Cosmopolitan Schools.

Sec. 43. Furniture and Supplies.—The Committee on Furniture and Supplies shall, from time to time, recommend the purchase of such school furniture, apparatus and supplies as may be found necessary; and they shall, in connection with the Superintendent, supervise and direct the purchase of the same. They shall, in July and January of each year, advertise, for at least five days in two daily papers, for sealed proposals for supplying the Department with whatever stationery, furniture, fuel, stoves, and other articles may be needed by the schools or by the Board, during the succeeding half year.

SEC. 44. Finance. — The Committee on Finance shall audit all bills against the School Fund, except salaries, rents and water. All demands except the current monthly expenses of salaries, rents, water, and bills presented under written contracts with the Board, shall be sworn to by the person presenting the bills.

The committee shall annually, in July, examine the accounts of the Secretary of the Board, and of the City and County Treasurer.

All demands for the current monthly expenses, for salaries, rents and water, shall be drawn each month, by the President of the Board of Education and the Superintendent of Common Schools. It shall be the duty of the committee during the month of July of each year, to make an

annual estimate of all revenue and disbursements of the School Department for the current fiscal year, specifying separately the amount of funds necessary to defray the different items of expenditure for the first and last half year; and in no case shall it be lawful for the said Board, to exceed during the first half year the estimated items of expenditures for that period, or in the entire year the revenues collected for school purposes; all surplus or unexpended funds of any half year shall be available for expenditures of the following half year.

Sec. 45. Printing.—The Committee on Printing shall have the supervision of all printing ordered by the Board, and shall advertise in July of each year, for at least five days, in two daily papers, for sealed proposals for printing blanks, cards, record-books and other standing supplies of the Department.

SEC. 46. Janitors.—The Committee on Janitors shall recommend to the Board suitable persons for the positions of Janitors. When necessary, the Committee shall have power to appoint or suspend janitors temporarily, and shall report the same to the Board for approval.

SEC. 47. Incurring Expense.—No Director shall incur any expense against the Department, unless authorized by the Board; provided, that in cases of urgent necessity, for repairs or supplies, on the application of any Director, the Committee on School houses and Sites, or the Committee on Furniture and Supplies, shall be authorized to furnish the same at an expense not to exceed fifty dollars.

V. TEACHERS.

Sec. 48. *Election*.—An election shall be held in open Board whenever an additional teacher is required, or a vacancy is to be filled.

All teachers shall hold their positions at the pleasure of the Board, but no teacher shall be removed without a hearing. The salaries of teachers shall be determined annually in June, for the ensuing year.

SEC. 49.

SEC. 50. Probationary Teachers.—All teachers without experience in teaching, and all holders of third grade certificates only, shall be elected as probationary teachers. During the first six months of teaching they shall be classed as second grade, and during the second six months, they may be classed as first grade; thereafter, as full assistants.

Sec. 51. *Promotions*.—No probationary teacher shall be promoted without having received from the Principal of the school a certificate of success in teaching, and a recommendation from the Committee on Classification.

SEC. 52. Salaries.—The salaries of teachers shall commence at the time they respectively enter upon their duties.

SEC. 53. Absence.—No teacher absent from duty during a session shall be paid for that day's service unless excused by the Committee on Rules, and unless the absence be occasioned by business connected with the department, or by illness, not extending over a period of two days.

VI. SUPERINTENDENT AND HIS DUTIES.

Sec. 54. Office Hours.—The Superintendent of Common Schools shall be the executive officer of the Board of Education. He shall devote himself exclusively to the duties of his office, and shall keep regular office hours other than school hours, at the rooms of the Board.

Sec. 55. Teachers' Meetings.—He shall visit schools, advise with teachers and make himself familiar with the wants and the condition of the School Department. He shall have power to call occasional meetings of teachers whenever he may deem such meetings necessary.

Sec. 56. Committees.—He shall render such aid and communicate such information to the various committees as they may require. He shall be, ex-officio, a member of the Committee on Classification.

- Sec. 57. Forms and Blanks.—He shall prepare, in uniform style, the form of all blanks, cards, circulars, etc., used in the Department, and shall endorse all orders and requisitions before they are submitted to the Committee on Printing.
- SEC. 58. Suspension.—It shall be his duty to suspend any teacher for any wilful violation of the rules of the Board of Education, and to report such suspension to the Committee on Rules, who shall investigate the charges, and report the result at the next regular meeting of the Board.
- SEC. 59. Appointment of Substitutes.—He shall have power to appoint a substitute teacher, temporarily, to fill a vacancy, or to a new class, or in the absence of any teacher; provided that the teacher so appointed be the holder of a legal certificate and that the appointment be reported at the next regular meeting of the Board.
- Sec. 60. Transfers.—He shall have power to transfer pupils from one school to another, when good reasons exist for so doing.
- SEC 61. Exchange of Documents.—He shall exchange the educational documents of the Board with those of the educational officers in this country and in other countries, and shall preserve the documents so received in the library of the Board.
- Sec. 62. Financial Report.—He shall report, semi-annually, the financial condition of the Department, and shall make an annual report at the end of the school year showing the receipts and expenditures of the schools, and their educational condition.
- SEC. 63. Duties required by State Law.—The Superintendent shall have power, and it shall be his duty:
- 1. To distribute promptly all reports, forms, laws, circulars and instructions which he may receive for the use of school officers from the Department of Instruction or the State Board of Education.
- 2. To report to the Superintendent of Public Instruction, annually, on or before the twentieth of August, for the

school year ending on the last day of June next preceding, such statistics as may required by him or by the State Board of Education.

- 3. To preside over County Teachers' Institutes.
- 4. To enforce the use of text books adopted by the State Board of Education.
- 5. To enforce the rules and regulations required in the examination of teachers.
- 6. To keep on file and preserve in his office the biennial reports of the Superintendent of Public Instruction and a file of the State educational journal, adopted in pursuance of law.
- 7. To carefully preserve all reports of school officers and teachers, and, at the close of his official term, deliver to his successor all records, books, documents and papers belonging to the office.

VII. DEPUTY SUPERINTENDENT.

Sec. 64. Office Hours.—The Deputy shall act under the general direction of the Superintendent, and, in the absence of the latter, shall keep office hours and perform the usual official duties of the Superintendent.

Sec. 65. Visiting Schools.—It shall be the special duty of the Deputy to visit schools, to enforce the rules relating to teachers and pupils, and to examine into the classification and course of instruction. He shall examine the highest two classes in all the Grammar Schools, in all the leading studies, at least once in each year, and keep a record of such examinations for the use of this Board.

Sec. 66. Examinations.—He shall have, under the direction of the Committee on Classification, the immediate supervision of the annual examination of the first grades of the Grammar Schools. He shall prepare questions for the annual examination of the several grades in the Grammar and Primary Departments, and shall superintend the examination. He shall conduct at any time during the year, such written

or oral examinations as may be ordered by the Committee on Classification, and shall be authorized to call upon the Normal Class in the Girls' High School, for assistance in examining the papers of written examinations.

SEC. 67. Reports of Examinations.—The Deputy Superintendent, when required, shall make to the Committee on Classification, a written report on examinations; but the system of stating results by percentage shall not be allowed, neither shall any method be allowed of comparing one school with another. All reports submitted to the committee shall be held for their inspection, exclusively, and shall neither be published nor entered on the minutes of the Board.

Sec. 68. *Primary Schools.*—He shall give special attention to methods of teaching in Primary Schools, particularly in classes of the fifth grade, in order to secure a uniform standard of fitness for promotion to the Grammar Schools.

SEC. 69. Annual Reports.—At the close of the school year the Deputy shall make to the Superintendent a written report of school visits, of the general results of examinations, and of the educational condition of the schools, with suggestions relating particularly to the course of instruction, and methods of teaching.

VIII. DUTIES OF THE SECRETARY.

SEC. 70. Records and Files.—The Secretary shall have charge of the Records of the Board and of all papers directed to be placed on file; he shall keep a full and accurate record of all the proceedings of the Board, and an index of the same.

SEC. 71. Notice to be given.—He shall notify all members of special and adjourned meetings; he shall notify the Chairman of every Committee appointed, stating the commission and names of the members associated with him; he shall notify teachers of their appointments, and shall give such other notices as the Board may require.

Sec. 72. Votes to be transmitted.—He shall transmit copies of all votes, resolutions, and documents which are to be sent

to the members of the Board, to the Chairmen of the various committees, to teachers, or to other persons.

SEC. 73. Examination of Bills.—He shall examine all bills or claims presented to the Board for payment, and shall keep full and accurate accounts of all the receipts and expenditures of the Board, and present to the Committee on Finance a balance sheet of his books as soon as practicable after the close of the fiscal year.

Sec. 74. Depository.—He shall also, under the direction of the Superintendent, have charge of the Depository, and keep a correct account of every article received and distributed, and shall act as librarian of the Teachers' Library, at the rooms of the Board.

SEC. 75. Advertisements.—He shall publish all advertisements ordered by the Board, or required by the rules and regulations, and in case of the neglect of any committee to advertise for supplies as required by the rules of the Board, he shall order the required advertisement.

II. REGULATIONS OF THE PUBLIC SCHOOLS.

IX. TERMS, VACATIONS, ETC.

Sec. 76. Schools.—The schools of this Department shall be classified as High, Grammar, Primary and Evening Schools.

Sec. 77. School Year.—The school year shall begin on the first day of July and end on the last day of the following June.

SEC. 78, Terms and Vacations.—The first term of the Public Schools shall commence on the first Monday in July; the second term on the first Monday succeeding the Christmas vacation. Each term shall be of twenty-three weeks' duration. The vacations of the schools shall be as follows: The twelfth week in each term; two weeks at the close of the

first term, and the remainder of the school year succeeding the second term. The following holidays shall be granted to the schools, viz.: Every Saturday and Sunday throughout the year; Christmas Day; New Year's Day; Twenty-Second of February; First of May; Fourth of July; and days of Thanksgiving or Fasting designated by State or National authority.

SEC. 79. Temporary Suspension of Schools.—The President of the Board shall have power to suspend the schools in case of emergency, but his action shall be submitted to the Board for consideration at the earliest opportunity.

Sec. 80. Daily Sessions.—The daily sessions of all schools shall begin at 9 o'clock A.M. and end in High and Grammar Schools at a quarter before 3 o'clock; in Primary Schools, the 7th and 8th grades shall close at 2 o'clock, and 5th and 6th grades, at half-past two.

Sec. 81. Recesses.—In Grammar Schools and Primary classes connected with them, a recess shall be given from 11 o'clock to fifteen minutes past, and from a quarter past 12 o'clock to one o'clock.

In separate Primary Schools the morning recess of 15 minutes shall be given at half-past ten.

X. DUTIES OF TEACHERS,

Sec. 82. All teachers are required to make themselves familiar with the rules that relate to their school duties.

Sec. 83. Punctuality.—Teachers shall punctually keep the hours for opening and dismissing school, shall remain in the school buildings during the intermission at noon, and, during session hours, shall devote themselves exclusively to school duties.

SEC. 84. Tardiness.—Teachers shall be in their class-rooms fifteen minutes before nine o'clock, by the city time. Principals shall keep a record of the attendance and absence of assistants in the "Teachers' Time Table" provided for that

purpose, including their own record therein. Any teacher reported tardy three or more times during any one month shall report personally to the Superintendent, and if no satisfactory excuse be given, shall be suspended by the Superintendent, and reported to the Committee on Rules and Regulations who may reinstate or report to the Board.

Sec. 85. Punishment.—Corporal punishment shall be resorted to only in extreme cases when other means fail to secure obedience. No cruel or unusual punishment shall be allowed, and no corporal punishment shall be inflicted in the High and Evening Schools, nor upon girls in Grammar Grades.

It shall be administered by Principals only, except in case of their absence, when Vice-Principals shall have power. Each Principal shall record in the State Register, each case of corporal punishment, the name, age and offense of the pupil, and report the number of cases monthly to the Superintendent.

Sec. 86. Opening Yards and Rooms.—Principals shall require the school yards to be open at least half an hour before nine o'clock, and the bell to be rung for the admission of pupils to their class-rooms, at ten minutes before nine o'clock.

In rainy weather, one or more class-rooms shall be opened at half-past eight o'clock.

Sec. 87. Discipline.—Principals shall be responsible for the general discipline of their schools; Assistants, for the order in their own rooms.

Sec. 88. Detailing Assistants.—Principals shall detail Assistants, in regular order, weekly, to take charge of the yards during the morning recess, and the noon intermission.

SEC. 89. Directions to Janitors.—Principals shall give such directions to the janitors of their schools as will insure the neatness and cleanliness of yards, school-rooms and furniture, and if janitors fail to follow their instruction, shall report to the Superintendent, or the Committee on Janitors. Principals

pals shall be responsible for the care of school buildings during school hours; janitors at all other times.

SEC. 90. Supervision.—Principals, when not engaged in teaching a class, shall devote their time to the general supervision of their schools, and to directing the methods of instruction pursued by their Assistants.

SEC. 91. Annual Examinations.—At the annual examination, Principals shall superintend the written examinations ordered by the Board, shall report the results to the Superintendent, and make promotions of classes in accordance with instructions. Such reports shall include the number examined and the number promoted, but not the percentage, nor shall any comparison of classes be made by percentage.

SEC. 92. Orders and Requisitions.—Principals shall send to the office of the Superintendent, on the proper blanks, all requisitions for stationery, pens, ink, paper, blanks, cards, etc., and such orders to be directed to the Secretary of the Board.

Sec. 93. Monthly Reports.—Principals shall make monthly reports of their schools and return them to the Superintendent on the Monday following the last Friday of each school month, and shall make quarterly reports to the Director of their districts.

Sec. 94. Public Examinations.—Principals are authorized to hold public examinations only at the end of the last term of the school year.

SEC. 95. Visiting Schools.—Principals and Vice Principals may visit any other schools in the Department, their absence not to exceed one day each term, and their classes shall be retained under the charge of the one during the absence of the other.

SEC. 96. Promotions.—Principals are authorized to promote deserving pupils or to transfer those who fail to a lower grade, at the beginning of any school month. Each Assistant, at the end of the year, shall be credited with the pupils that may have been promoted during the year to a higher grade.

SEC. 97. Semi-Annual Reports of Principals.—In the month of July, annually, after the classification is completed, the Principal of each school shall make a written report to the Superintendent, showing the kind of class assigned to each teacher, whether High, Average or Low, also any peculiar circumstances attending the pupils of any class.

During the month of December, Principals shall examine each class under their control, and make a written report thereon, to the Committee on Classification. Such reports shall specify the merits and defects of classes, their condition and progress, but shall not be made by means of percentages.

SEC. 98. Violation of Rules.—Principals shall report, immediately, to the Superintendent, any wilful violation, by Assistants, of the rules of the Department, and the Superintendent shall report to the Committee on Rules any violation by Principals.

Sec. 99. Names.—Principals shall post the name of the teacher and the grade of each class, on the outside of the door of each class-room.

SEC. 100. Monthly Meetings.—The Principal of each Grammar School, and of each Primary School of eight or more classes, may call a meeting of Assistants on the last Friday of each school month, for the purpose of discussing methods of instruction; and the pupils may be dismissed at two o'clock on the day of this meeting.

SEC. 101. Certificates of Probationary Teachers.—At the expiration of each six months' term of service, Principals shall send to the Committee on Classification a written certificate showing whether or not probationary teachers have been successful in teaching.

SEC. 102. Class Records.—Each Assistant in the Grammar Department shall keep a "Class Record Book," showing the scholarship and deportment of each pupil, and shall send a monthly report, in the required form, to parents or guardians.

SEC. 103. State Registers.—Each Assistant teacher shall keep a "State Register" in the required form, including the

name, age and residence of each pupil, together with the name of the parent or guardian.

SEC. 104. Manner of Keeping Records.—Principals shall see that all record-books are correctly kept; but, in keeping class records of recitations and scholarship, Assistants shall be allowed a reasonable discretion in the manner of crediting pupils, either by recitations, or by written weekly or monthly examinations.

Sec. 105. Powers of Teachers.—Teachers shall have power to hold pupils to a strict accountability, in school, for any disorderly conduct on their way to or from school, or on the school play-grounds. They shall endeavor to prevent them from gathering around the premises before the time of opening the yards, and shall require them to go immediately home after dismissal.

SEC. 106. Ventilation and Temperature.—Teachers shall give vigilant attention to the ventilation and temperature of their rooms, and shall especially avoid an excessive degree of heat. At each recess, they shall open doors and windows so as to secure an effectual change of air. Windows shall be opened by lowering them from the top, and children must not be allowed to sit in a strong current of air.

Sec. 107. Absence of Teachers.—Assistants, necessarily absent from school, shall notify their Principal before the hour of opening school, and in all cases when teachers, unexcused, are not present at 9 o'clock in the morning, the Principal shall notify the Superintendent. Principals, in case of absence, shall report directly to the Superintendent.

Sec. 108. Pay of Substitute Teachers.—Substitute teachers shall be paid at the office of the Superintendent, on the 5th of each calendar month, or on such days as the warrants of teachers are delivered.

The Secretary of the Board shall withhold the warrant of any teacher charged with the pay of a substitute, until the account is settled. After two weeks, substitutes shall receive the full pay of the teacher whose place is filled.

Sec. 109. Substitute Teachers.—Principals shall include

in their monthly report a statement giving the name and the exact time of teaching, of each substitute, during the month, and the name of the teacher whose place has been filled, with the grade of the class. They shall also include a report of their own absence, with reasons. Teachers who pay their substitutes before the end of the month, shall send a receipt for the amount to the Principal, in which case, the amount charged shall be marked "paid" on the monthly report of the Principal. Substitutes who are not notified by the returning teacher in season to prevent their going to school shall receive pay for a full day.

Sec. 110. Selling Supplies.—Teachers shall neither advise nor require their pupils to purchase books or publications of any kind, except those authorized by the Board; nor shall they sell to their pupils any books, papers, pencils,

or any other school appliances.

Sec. 111. Advertisements.—No advertisements shall be read, distributed or given, in school, nor shall any newspapers, or publications of any kind be advertised or distributed in school, by the teachers, pupils, or other persons.

Sec. 112. Sectarianism.—No sectarian or denominational publications of any kind whatever, shall be used in school, or made a part of any school library; nor shall any denominational or sectarian doctrines be inculcated.

Any teacher who shall knowingly violate this, or the preceding section, shall be immediately dismissed from the School Department.

Sec. 113. Presents and Subscriptions.—No teacher shall contribute toward any gift to a member of the Board of Education, or a Superintendent; nor shall pupils be allowed to contribute money toward any gift or present to any teacher, or school officer; nor shall a contribution of any kind be made in school unless authorized by special act of the Board of Education.

Sec. 114. Morals.—It shall be the duty of all teachers to endeavor to impress on the minds of their pupils the principles of morality, truth, justice and patriotism; to teach

them to avoid idleness, profanity and falsehood; to instruct them in the principles of a free Government, and to train them up to a true comprehension of the rights, duties and dignity of American citizenship.

SEC. 115. Any qualified teachers invited by the City Board of Examination to assist in the examination of applicants for special certificates in ancient or modern languages, music and drawing, shall receive such compensation as the Board may allow.

XI. DUTIES AND RIGHTS OF PUPILS.

- Sec. 116. Membership.—All schools shall be open for the admission of children between six and twenty-one years of age, residents of the City and County of San Francisco, which, for school purposes, shall constitute one school district.
- Sec. 117. Separate Schools.—Children of African or Indian descent shall not be admitted into schools for white children, but separate schools shall be provided for them, in accordance with the California School Law.
- SEC. 118. Registration.—Whenever the prescribed number of pupils has been admitted into any school, the Principal shall keep a register of all applicants, who shall be admitted to vacancies in the order of their registration.
- Sec. 119. Absence.—The unexcused absence of a pupil three days in any school month shall be good cause for a forfeiture of seat; but, on application by the parent, the Principal may re-admit, or may refer the case to the Super-intendent.
- Sec. 120. Expulsion or Suspension.—Wilful disobedience, habitual truancy, habitual vulgarity or profanity, stealing, or the carrying of deadly or dangerous weapons, shall constitute good cause for suspension or expulsion from school. Principals only shall suspend pupils, and they shall immediately report all cases of suspension to parents or guardians and to the Superintendent, who may suspend for a limited

time; but the Board only shall have the power of permanent expulsion.

Sec. 121. Suspension and Damages.—Pupils who may in any way deface or injure any school property shall be liable to suspension and punishment, and their parents shall be liable for damages, on complaint of the Principal or the Superintendent. Pupils whose parents shall have created a disturbance in school, or shall have censured, abused or insulted any teachers before their classes, or on School premises, shall be liable to suspension.

Sec. 122. Suspension from Class Exercises.—Pupils may be temporarily suspended from class exercises by assistants who shall immediately report, with reasons, to the Principal for decision.

Sec. 123. Notice of Absence.—Whenever a pupil is absent two successive days, the teacher shall notify the parent immediately, unless satisfactory information of the cause of absence is obtained.

Sec. 124. Absence on Account of Religious Observances.—Absences during days held sacred by parents shall be counted as absences for sickness.

Sec. 125. Excuses.—Pupils detained from school must bring a written excuse from their parents on their return. A written or personal excuse from the parent may be required in cases of tardiness or dismissal before the close of school; but no pupil shall be sent home for an excuse during session hours, nor shall other pupils be sent for absent or tardy pupils, nor with notes of any kind, during session hours.

Sec. 126. Absence.—No pupil shall be absent a part of the day for the purpose of receiving instruction elsewhere.

Sec. 127. Lunches.—Pupils shall not be allowed to go home to lunch at noon, except by special permission of the Principal.

Sec. 128. Tardiness.—Pupils who are not in their class-rooms at 9 o'clock shall be marked as tardy; but pupils shall not be required to enter school before that time, nor

shall extra credits be given as an inducement for them to be present at an earlier time.

Sec. 129. Truuncy.—Principals shall report the names and residences of habitual truants, and the names and residences of their parents, to the Secretary of the Board, for the use of the Truant Officer of the Department.

Sec. 130. Detention at Recesses.—Pupils shall not be detained in school for study, or for punishment, during any part of the noon intermission or the short recess. All pupils shall be required to pass out of the class-rooms at recesses, except in inclement weather, or in cases of delicate health.

Sec. 131. Detention after School.—Pupils in Primary Schools shall not be detained for study or punishment more than half an hour after the regular time for dismissal; nor more than three-quarters of an hour in Grammar Schools. Teachers are recommended to avoid detention after school hours, except in extreme cases. No Principal shall have power to require assistants to remain with pupils after school hours.

Sec. 132. Cleanliness.—Pupils shall give due attention to personal neatness and cleanliness, and any who fail in this respect may be sent home to be properly prepared for school. No pupil who has not been vaccinated, or who is affected with any contagious or offensive disease shall be allowed to remain in any school.

Sec. 133. Books.—Pupils on entering school, shall be furnished with a list of books and other articles required in the course of study, and the neglect or refusal of parents to supply the required books within one week shall constitute cause for a forfeiture of seat.

Whenever Principals are satisfied that parents are too poor to furnish books, they shall make out a list on the proper blanks, which shall be signed by the parent, and sent to the Secretary of the Board, who shall furnish the books from the fund provided by law for indigent children.

All books so supplied, shall be collected by the Principal

at the end of each term, and placed in the school library, to be used as occasion may require, in supplying indigent pupils.

Sec. 134. Transfers.—Pupils desiring to be transferred from one school to another, shall apply to their Principal for a certificate, which shall state their name, age, grade, scholarship, deportment, residence and cause of transfer.

Distance, removal, or the separation of children of the same family, shall constitute good cause for granting a transfer.

Transfers may be refused when the request is made on account of discipline, or a change of grade, or for dissatisfaction without cause.

Sec. 135. Cosmopolitan Schools.—No pupils in any grade above the sixth, shall be transferred from any other class to Cosmopolitan classes, unless qualified in German and French.

SEC. 136. Discharge.—Pupils who request it shall be entitled, on leaving school, to receive a certificate in accordance with their scholarship and deportment.

Sec. 137. Errands.—Teachers shall not send their pupils on errands during session hours, except on urgent school business.

Sec. 138. Rules.—Principals and Assistants shall read to their pupils the rules which govern them.

XII. GENERAL REGULATIONS.

Sec. 139. Buildings.—School buildings shall be used exclusively for school purposes.

SEC. 140. Proceeds of Exhibitions.—No festival, exhibition, concert, excursion or picnic, shall be held by any school, unless authorized by the Board of Education; and when authorized, the net proceeds therefrom, shall be paid to the Superintendent who shall deposit the money to the credit of the School Fund. The Principal of the school and the Director of the District shall have power to expend the

same for apparatus or school appliances, the bills being subject to vote of the Board. All articles purchased shall belong to the School Department.

SEC. 141. Medals.—No medals or prizes shall be awarded to pupils, unless authorized by the Board. In schools having a Medal Fund, no medals except of silver, shall be awarded, and those only to graduates of the Grammar Schools, on exemplary deportment.

SEC. 142. Teachers' Library.—The Teachers' Library of the Department shall be open to teachers for the drawing of books, on Saturday of each week.

The Secretary of the Board shall be librarian. Only one work shall be taken at one time, and no work shall be retained more than two weeks. Any teacher failing to return a book shall pay for the same, or forfeit all further right to the Library.

SEC. 143. Librarians.—Except when otherwise provided by special act of the Board, the Principal of each Grammar School shall act as Librarian of each Grammar School Library. The Librarian shall properly number and label all books in the library, and shall make rules regulating the drawing of books by pupils. Each Librarian shall report at the end of each school year, to the Superintendent, the number of volumes, and the value of each library.

SEC. 144. Duties of Janitors.—Janitors shall report for duty to Principals of schools at the hour for opening and closing school, except in small schools when otherwise provided by the Committee on Janitors.

In such large schools as may be ordered by the committee, they shall devote their whole time to the duties of their position.

They shall take to the office of the Superintendent all orders for substitutes, or communications to the Board, the Superintendent, or the Director of their District. On Saturday of each week, they shall obtain from the Depository all school supplies.

They shall keep school buildings, furniture, yards and outbuildings neat and clean, shall build fires, open and close school buildings and yards, and perform other reasonable duties as ordered by Principals.

They shall have the right of appeal from the orders of Principals to the Committee on Janitors. Janitors of Evening Schools shall remain on the premises during the session.

Sec. 145. All rules and regulations and resolutions of the Board of Education, in conflict with these rules and regulations, are hereby repealed.

COURSE OF INSTRUCTION.

- 1. General Suggestions.—In the following course of study, detailed methods are left to the individual tact and skill of the teacher. Certain results are required; but it is not expected that all will reach those results in exactly the same way. The text-books are an aid to teachers, but are subordinate to skilful teaching. Examinations will be held within the bounds of topics prescribed in the course, but will not necessarily be confined to the details of the text-books.
- 2. Divisions, Classes, and Recitations.—Each class in the Grammar Department may be advantageously divided into two sections for the purpose of recitation; but the discretion of the teacher must be exercised as to what recitations this division shall include. In memorized lessons, such as Geography, History and Word-analysis, a class can, sometimes, with advantage, be divided into sections of ten or twenty each, thus allowing most of the class to study while the few are reciting. In other lessons, as Arithmetic and Grammar, the undivided attention of the entire class is needed.

Every teacher should have an established order of exer-

cises, which may be changed during the year according to the circumstances of the class. No uniform rule can be established respecting the frequency or length of recitations. Some part of the time each day must be allowed for study; but the amount to be given depends upon the character of the recitations. When a class is not divided into sections, the entire class must be allowed time for study, and taught how to study.

3. Recitations, and Use of Text-Books.—The aim of teachers in conducting recitations should be to ascertain if their pupils have given reasonable attention to lessons assigned for study, and to supplement the text-book lessons with such illustrations and explanations as are necessary to a clear understanding of the subject.

The arrangement of lessons in text-books is far from perfect, and the teacher must constantly exercise a wise discrimination, both in assigning lessons and in omitting unimportant matter. In Geography, while the whole may be read with open book, not more than one-fourth, at most, of the matter in each one of the three text-books used, ought to be memorized. The important points should be marked in every advanced lesson assigned for study; otherwise the mind of the child is burdened with too many details. In History, while the whole should be read in the class, not more than one-fifth should be marked for memorizing. In Grammar, as a general rule, the notes and exceptions in fine print should be read, and not memorized. The Readers should be used as most valuable aids in Composition, Grammar and Spelling. Recitation-records should be kept; but it is by no means desirable that every recitation should be recorded.

Frequently, the recitation of an assigned lesson should be brief, the principal part of the time being devoted to explanations and illustrations by the teacher. A written review, on Friday, will frequently afford the best standard of work during the week. It is not desirable that teachers be made recording clerks for pupils. While recitations in History, Geography and Grammar may sometimes be conducted in writing, teachers are cautioned against a neglect of oral recitations.

Teachers are expected to explain each new lesson assigned, so that each pupil may know what he is expected to do at the next recitation, and how it is to be done. Rules and definitions should be plain, simple and concise; and if deduced by pupils and teachers from the exercises, are more valuable than if memorized from the book. Teachers should never proceed with a recitation without the attention of the whole class, nor put questions in regular rotation around the class. Simultaneous recitation should not be resorted to, except for the purpose of giving occasional variety to exercises, of arousing or exciting the class when dull and drowsy, of aiding to fix in the mind important definitions, tables, etc., and also in certain spelling and elocutionary exercises.

4. Arithmetic.—In the Primary grades, mental and written arithmetic are combined in the same text-book. In the Grammar grades, two text-books are used, but they are used together, the same topics in each being taught in connection. Before taking up the subject of written fractions, the sections, treating of fractions, in the mental arithmetic, should be thoroughly learned, as an introduction to the written work.

One great object of the study of arithmetic is mental discipline. To secure this, it is better that the class should work under the immediate direction of the teacher. Hence the regulations forbidding teachers to assign any arithmetic lessons to be learned at home.

One hour a day will be amply sufficient to complete the course in each grade. The blackboards should be kept in constant use both by teachers and pupils.

Accuracy rather than quickness should be the rule. The pupil should be taught the principle underlying every process in the fundamental rules of arithmetic. It is easier for the time to teach the child to place units under units, and

tens under tens; but the principle that pertains everywhere, in simple, and compound numbers, and decimals, is to place numbers of the same denomination under each other for addition.

It is easier to say "begin at the right hand column," but the principle is,—begin at the lowest denomination. It is easier to say "write the right hand figure and carry the left hand figure to the next column;" but the principle is—to reduce the number to the next higher denomination, placing the remainder under, the column added, since it is of the same denomination. The same principle runs through compound numbers. These hints apply to subtraction, multiplication and division.

In multiplying 12 by $\frac{3}{4}$, a rule may be given to multiply the whole number by the numerator and divide the product by the denominator, but it is a better method to say that multiplying 12 by $\frac{3}{4}$ is taking three-fourths of 12: divide 12 by 4 to find $\frac{1}{4}$, which is 3, and multiply 3 by 3 to find $\frac{3}{4}$, and the same in other operations with fractions.

- 5. Grammar.—The study of language, though it is the most difficult of all the school studies, ought to be the most interesting. A skilful teacher can make it so. The omission of many of the technical formulas of the text-books, now almost obsolete; the practical application of principles in composition; the continued use of reading lessons, supplemented by the living teacher, will make Grammar both useful and interesting.
- 6. Geography.—The Primary Geography is a book to be read and studied with open book in the class, rather than to be memorized. The mere pronunciation of names is a difficult task for young pupils. When teachers consider that the book contains more of detail than most adult heads can well carry, they will perceive the necessity of exercising common sense in the use of the book. One-fourth of the questions, selecting the more important, will be more than enough to be memorized.

In the larger text-books, much of the "local Geography"

of the New England, Middle, Western and Southern States ought to be omitted. It is well enough for children residing in each of those sections to learn the whole of the text-book relating to their particular section, but it is unreasonable to require the children of the Pacific Coast to lumber their minds with it.

7. Writing.—In writing-lessons, teachers should make use of the blackboard, all the members of the class attending to the same thing at the same time. Important letters and principles of the copy should be written on the board, both correctly and incorrectly, to illustrate errors and excellencies.

In the first lessons in the eighth and seventh grades, on the slate, the teacher should begin with easy words including the simpler small letters, and easy capitals. The teacher will find that children can learn to make easy capital letters quite as readily as small letters. Attention should constantly be called to the relative proportions of letters. When pupils begin to write with a pen, especial attention must be given to the manner of holding it, as a bad habit formed in the first year is corrected afterwards with great difficulty. The skilful teacher will not be confined to the order of copies in the several numbers of the authorized copy books. In the Grammar grades, specimens of writing should be required and credited monthly.

8. Spelling.—Good spelling is an unmistakable sign of culture, and bad spelling, of the lack of it.

The orthography of the English language is so difficult that it must receive a large share of time and practice in any course of instruction and in every grade. The spelling book is only an aid to good spelling; the main reliance for forming a habit of correct spelling must be on the reading lessons, compositions, and other written exercises as provided throughout the course. Written spelling is more valuable than oral; yet the former must not be used exclusively. Both the eye and the ear must lend their aid.

In oral spelling, permit but one trial on a word. No

assistance whatever should be given to pupils by pronouncing syllables or by mispronouncing words to indicate the spelling. Pupils should be required to pronounce each word distinctly, after it is dictated by the teacher. Pronounce every word distinctly, in a natural tone of voice. The thundering volume of the old fashioned "spelling tone" adds nothing to the effect of a lesson in orthography.

9. Composition.—Exercises in writing compositions constitute the most practical part of Grammar. They should be given in every class above the seventh grade, at least as often as once in two weeks, and still better, weekly.

Copying reading lessons from the open book will be found a valuable aid as an exercise in spelling, punctuation, the use of capitals, and divisions of paragraphs. These should be followed by written abstracts of easy reading lessons, from memory.

No exercise is more important than that of letter-writing. Particular instruction should be given to the form of beginning and ending; the date; paragraphs; margin; folding; superscription; sealing, etc.

If composition-exercises are given frequently, it will be impossible for the teacher to perform the drudgery of correcting. Pupils should therefore be required to exchange exercises, and correct them in the class, under the direction of the teacher. The exercise of criticism in correcting compositions is quite as valuable to the pupil as the original one of writing them. All corrected compositions should be recopied in a small blank book.

10. Good Language.—The correct use of language is a matter of habit rather than of technical study of the rules of Grammar.

It will be one of the arduous duties of every teacher, whether in high or low grade classes, to correct, daily, the inaccuracies of speech resulting from bad habits of pronunciation and of the use of language. The teacher should use plain and pure English, and require pupils to do the

same. No provincialisms, no slang, no careless or slovenly pronunciation should be allowed to pass unnoticed. Questions should be direct; answers, concise. Every answer should be a complete sentence.

11. Morals and Manners.—Set lectures on these topics will avail but little. Obedience to parents and teachers, kindness, honesty, truthfulness, generosity, self-denial, neatness and diligence, are cultivated in children, not by formal precept, but by calling these qualities into active exercise.

The exercise of good principles confirmed into habit is the true means of forming a good character. The moral faculties, like the intellectual, need daily devolopment from the feeble germs of childhood. Children do not learn arithmetic and grammar merely by repeating rules and formulas; neither will they appreciate and assimilate the foundation principles of right and wrong as rules of action merely by the process of repeating mottoes and maxims. The moral faculties are of slow growth; they need daily culture and exercise until the habit of right thinking and right doing is formed. There are evil tendencies in the child's nature to be repressed; there are germs of good qualities to be warmed into life and quickened in their growth; and this is the work of skilful teachers during many years of school life.

The selfishness of children is the greatest obstacle to moral training. To teach self-denial and self-control must be the constant care of the teacher. Every case of quarreling, cruelty, fraud, profanity and vulgarity, should be made the occasion of a moral lesson.

Good manners are intimately connected with good morals, and teachers should improve every opportunity to teach civility and courtesy. In the Primary Schools, teachers should give particular instruction in the common rules of politeness. The manner of children in their intercourse with schoolmates should receive constant attention. The position of the pupil in his seat, his movements in and out

of the room, his manner of reciting, should all be carefully noticed.

No teachers can expect to make their pupils more civil, or more courteous than they show themselves to be. In dress and in manner, they must be what they would have their pupils become.

12. Examinations and Promotions.—The course of study can be completed by most pupils in one year for each grade. Whenever any exceptional pupils can master the work in less time, they can be promoted at the discretion of the Principal,

The annual examination will afford a general test of fitness for promotion, but it is not always a sure guide. It must be supplemented by the judgment of teachers. While pupils should not be hurried through a grade, nor crammed for examination, it is not advisable to retain them too long on one grade.

No reports of the average percentage of classes will be required at the end of the year, as classes differ so much in the ability of pupils, and teachers differ so widely in their manner of crediting, that percentage affords no just basis of comparison.

REGULATIONS OF PRIMARY SCHOOLS.

SECTION 1. Grade.—The Primary Schools form the lowest grade in the system of public instruction in this city, and in them are taught the rudiments of an education.

SEC. 2. Principals and Teachers.—Each separate Primary School shall be taught by a Principal, and such assistants as may be necessary. In schools having eight or more classes, an assistant may be appointed to take charge of the highest grade, so that the time of the Principal may be devoted to the supervision of the school.

- Sec. 3. Classes.—A full class in the fifth and sixth grades, shall consist of sixty registered pupils, and in the seventh and eighth grades, of seventy pupils, provided they can be comfortably accommodated in the class room.
- Sec. 4. Control.—All primary classes in the same building with a Grammar School, or connected with one by action of the Board, shall be under the control of the Grammar Principal.
- Sec. 5. Lessons.—No lessons or written exercises shall be assigned to primary pupils to be studied or prepared at home. In arranging their schedules of recitations, teachers must allow time for study in school:
- Sec. 6. Writing and Drawing.—Instruction in writing, drawing, and morals and manners, shall be given by assistants, as directed by Principals.
- SEC. 7. Oral Examinations.—Oral lessons shall be given, as directed by the Principal, and all examinations in this branch shall be conducted orally.
- Sec. 8. Physical Exercises.—Physical exercises shall be given in every class at least twice a day.
- Sec. 9. Text Book for Teachers.—Each teacher shall be provided with a copy of Sheldon's Elementary Instructions, as an aid in Oral Lessons, and in Methods of Teaching.
- Sec. 10. Vocal Music.—At least ten minutes daily, in each class, shall be devoted to instruction in vocal music; the Principal of each school shall arrange exchanges of classes and teachers so that the specified instruction may be given. Examinations in music shall be conducted orally, but in musical notation, examinations may be conducted in writing.

EIGHTH GRADE.

SEC. 11. Arithmetic. — Counting, reading and writing numbers to 100; lessons illustrated by the use of the numeral frame; Roman numerals in connection with the reading lessons; adding small numbers.

Reading and Spelling.—Charts from I to VI; First Reader; spelling from the charts and readers, orally.

Writing.—Script letters and easy capitals.

Oral Lessons.—The five senses, their organs and use; common objects; conversational lessons on domestic animals; primary and secondary colors.

Vocal Music.—Singing, by rote, the exercises given in "Mason's National Teacher," Chapter Fourth; the ascending and descending scale sung by the scale names, and by syllables.

Singing, by rote, four songs from the First Music Reader. Time—at least ten minutes, daily.

SEVENTH GRADE.

Sec. 12. Arithmetic.—Addition and subtraction of small numbers; Text Book to Lesson Fifty.

Reading and Spelling.—Second Reader; spelling of tabulated words at the head of each reading lesson; writing from dictation one paragraph from a reading lesson, weekly; copying from the open Reader, once in two weeks, a lesson as an exercise in spelling, punctuation and capitals. Primary Speller to Lesson Fifty.

Writing.—On slates and blackboards; pens and paper used in classes provided with desks; capitals and small letters.

Oral Lessons.—Color chart; common plants, Chart XXI; conversations on wild animals.

Vocal Music.—Continued practice of the scales, and four more songs from the First Music Reader.

Musical notations from the blackboard, the pupils to copy the notes and other signs on their slates to the following extent: notes, long and short; measures, bar and double bar; rests, short and long; the staff, degrees, lines and spaces; the G clef.

For directions, see "Mason's National Music Teacher," lessons one to seven. Time—at least ten minutes, daily.

SIXTH GRADE.

Sec. 13. Arithmetic.—Multiplication and Division, using a single figure for the multiplier or divisor; Text-book, to Lesson Ninety.

Language.—Naming nouns, adjectives and articles in the reading lessons; correcting common grammatical errors; practice in the use of capital letters; short abstracts of easy reading lessons, as a preliminary to original compositions; copying from the Reader, lessons, or parts of lessons, to cultivate the habit of correct spelling, punctuation and use of capital letters.

Geography.—Through the United States to Lesson Twentynine. The whole to be read; the map questions studied and answered with open book, and about one-fourth, including important points, to be memorized.

'Reading and Spelling.—Third Reader; spelling of tabulated words at the head of each reading lesson; dictation of paragraphs to be written, weekly; abbreviations of words usually abbreviated, as they occur in the Reader.

Primary Speller, to Lesson Ninety, omitting from Lesson Seventy-eight to Eighty-four.

Oral Lessons.—Plane figures; lines and angles, from the chart; color chart; conversational lessons on common articles which are eaten and worn.

Vocal Music.—Continuation of songs through the First Music Reader, by rote, with a view to having the pupils learn the same by note.

First Series of Music Charts for daily practice.

The first six sounds of the scale in the key of G written upon the staff in the G clef.

The signification of the repeat, the slur, and the following letters—p, pp, f, ff, mf.

Triple, quadruple, and sextuple time, and manner of beating them. Notation of eighth notes, and quarter notes. From "Mason's National Music Teacher," Lessons Twelve to Seventeen; Twenty-one, Twenty-four and Twenty-six. Time—at least ten minutes, daily.

FIFTH GRADE.

SEC. 14. Arithmetic.—Mental and written combined. Multiplication and Division. Easy lessons in fractions, and the tables of Denominate Numbers. Text-book completed.

Language.—Naming the parts of speech from reading lessons; correcting grammatical errors; constructing easy sentences. Once in two weeks, composition exercises consisting of letter writing; abstracts of easy reading lessons; transposing easy poetry into prose; reports of oral lessons and simple descriptions of objects.

Geography.—Text-book completed. The whole to be read with open book, but not more than one-fourth, including the leading points, to be memorized.

Reading and Spelling.—Fourth Reader, first half. Spelling and defining tabulated words at the head of each reading lesson. Dictation of one or more paragraphs of a reading lesson, at least weekly. Copying, occasionally, from the open book, a reading lesson to cultivate the habit of correct spelling, punctuation, use of capitals, and division into paragraphs. Primary Speller to part second, page sixty-seven. Abbreviations of words commonly abbreviated, as they occur in the Reader.

Oral Lessons.—Animals, Chart XVI; Plants, Chart XXII; Color Chart; Box of Solids.

Vocal Music.—Music Charts for daily practice, and songs and exercises, by note, from the First Music Reader. Sharps and flats, and their use. The Major Diatonic scale by its intervals. Mason's National Music Teacher, lessons twenty-five, twenty-seven, twenty-nine and thirty-three. Time—at least ten minutes, daily. For promotion, pupils should be able to write at dictation, the whole, half, quarter and eight eighth notes, and their corresponding rests; to write the staff and G clef in its proper place on the staff; to write at dictation, upon the staff with the g clef, the notes representing the following sounds and pitches:—g, a, b, c, d, e, f, g, a, b, c, d, e, f, e

REGULATIONS OF GRAMMAR SCHOOLS.

SEC. 15. Grade.—The Grammar Schools form the second grade in the system of public instruction established in this city; and in them are taught the common branches of an English education.

Sec. 16. No school shall be a Grammar School, unless it shall have an average attendance of one hundred and twenty-five pupils in the grammar grades; such grading to be ascertained by the Superintendent, and by him reported to the Board.

SEC. 17. Teachers.—Each Grammar School shall be instructed by a Principal, Vice Principal, and such assistants as may be needed. Any Grammar School having an average attendance of five hundred or more in the Grammar department, may be allowed two or more Vice Principals. Any Assistant, other than a Vice Principal, teaching a class of the first grade shall be ranked as Head Assistant.

SEC. 18. Duties of Principals.—Principals are required to instruct the highest class of the first grade, in Arithmetic, Book-keeping, and Grammar, or in studies equivalent to these as may be allowed by the Committee on Classification. In the Cosmopolitan Schools, the duties of the Principal shall be defined by the Committee on Cosmopolitan Schools. In schools having two or more Vice Principals, the Principal may devote his whole time to the supervision and direction of assistants and their classes, and the Vice Principals shall instruct the classes of the highest grade.

SEC. 19. Duties of Vice Principals.—Vice Principals, in Schools for boys, and for boys and girls, except as provided in Sec. 18, shall instruct the class next in grade to the highest, and shall take charge of the school in the absence of the Principal. The Principal shall assist the Vice Principal in taking charge of the boys while in the yard; and in schools which have two yards for boys, the Principal shall super-

vise one, and the Vice Principal the other. In schools for girls exclusively, the Vice Principal shall teach the first class in branches not required to be taught by the Principal.

Sec. 20. Music and Drawing.—Vocal Music and Drawing shall be taught by the special teachers in those branches, aided by Principals and assistants, and shall in all respects be regarded as regular school studies.

In schools provided with halls, the classes shall assemble for general singing exercises, once a week.

At least ten minutes, daily—excepting days on which lessons are given by the Special Music Teacher—shall be devoted by the teacher of each class, to instruction in music, as required in the course of study; and, in case any teacher does not understand enough of music to give the instruction required, the Principal of each school shall so arrange an exchange of classes and teachers that the specified instruction may be given.

Examinations in musical notation may be in writing; but the examination in singing shall be oral, and shall be counted equal with musical notation.

Sec. 21. Lessons out of School.—Lessons assigned for home study shall not be such as to require a pupil of average capacity to study more than one hour a day.

Exercises in Grammatical Analysis, and Written Arithmetic, shall not be assigned for home study.

SEC. 22. Arithmetic.—In teaching Arithmetic, all teachers shall be at liberty to use any text-books for the purpose of illustration, or for examples; but such books shall not be used to the exclusion or neglect of the prescribed text-books, nor shall pupils be required to furnish themselves with any but the prescribed books,

Sec. 23. French and German.—In the Cosmopolitan Schools, and in such other schools as may be ordered by the Board, the study of both the French and German languages may be pursued and two hours a day shall be allowed for these languages.

Sec. 24. Number in Class.—A full class in each of the

Grammar grades shall consist of 54 registered pupils, provided that number can be comfortably seated in the school-room.

SEC. 25. Oral Lessons.—In schools provided with cabinets, the Principals shall give to all Grammar-grades general object lessons on Metals and Minerals, and shall use the philosophical apparatus, if there be any, to illustrate oral lessons in Natural Philosophy.

Sec. 26. Writing.—Writing shall be conducted as directed by the Principals.

Sec. 27. Morals and Manners.—Lessons on Morals and Manners shall be given by Principals, or as they may direct by their Assistants.

Sec. 28. Friday.—In all the grades, Friday may be devoted to oral and written examinations and reviews, and general exercises.

FOURTH GRADE.

Sec. 29. Arithmetic.—Addition, Subtraction and Multiplication of Decimal and Common Fractions; United States Money.

Particular attention to be given to the analysis of operations. Mental Arithmetic in connection with written, the same topic in both kinds being taught at the same time.

Language.—Naming nouns, verbs, adjectives and personal pronouns, from the reader. Declension of personal pronouns; number and case of nouns; comparison of adjectives; and conjugation of the verb to be in the Indicative Mood. Composition, once in two weeks; letters, abstracts of reading lessons, transposition, descriptions of excursions, visits, travels, or vacations, etc.

Geography.—Through the United States. California.

The whole to be read and studied with open book, but not more than one-fourth to be assigned for memorizing. The teacher will mark the important parts to be learned in each advance lesson.

Reading and Spelling.—Fourth Reader completed. Spelling from the Reader. Word-Analysis, English Prefixes and Suffixes

Drawing.—As directed by the Teacher of Drawing.

Vocal Music. -- Review of Musical notation in the 5th and 6th Grades. Pupils taught to write the scales of C, G, and F, Major, upon the staff with g clef, and their proper signatures; to name the pitches of the sounds composing these scales, in their order; and to read and sing, by note, simple melodies and exercises in the keys of C, G, and F. Mason's Second Series of Charts and Second Music Reader. ten minutes, daily,

THIRD GRADE.

SEC. 30. Arithmetic.—Division of Decimal and Common Fractions; United States Money; Compound Numbers and Reduction, omitting obsolete tables. Special attention to be given to the analysis of operations. Mental Arithmetic in connection with written, the same topic in both kinds being taught at the same time.

Grammar.—The Parts of Speech, taking the coarse print of the text-book, with the analysis of sentences and parsing, according to the models. Conjugation of verbs in the Indicative Mood. Parsing and analysis of easy sentences from the Reader. Composition, once in two weeks; letter writing; reports of oral lessons; transposition; abstracts of lessons in reading and geography.

Geography. —Text-book completed; The Pacific Coast. The whole to be read with open book, but not more than one-fourth to be memorized, marking, in each advance lesson, the leading points.

Reading and Spelling.—Fifth Reader, first half; spelling and defining important words in the reading lessons.

Word-Analysis.—Defining words; Easy prefixes and suffixes. Drawing. — Architectural Drawing (for boys): Drawing from Objects, such as doors, tables, windows, plans of rooms, etc., by actual measurement. Half an hour weekly. (For girls): as directed by the Teacher of Drawing.

Vocal Music.—Major and relative minor scales, and major and minor intervals. Singing by note in the clefs of C, G, D, A, B flat and E flat. Mason's Second Series of Charts and Second Music Reader. Time, at least ten minutes daily. Lessons by the Special Music Teacher, half an hour, weekly.

SECOND GRADE.

SEC. 31. Arithmetic.—Common and Decimal Fractions; Compound Numbers and Reduction, omitting Duodecimals and obsolete tables. Review with special reference to the explanation of principles and the analysis of operations, particularly in Fractions. Mental Arithmetic, carried along in connection with written, the same topics in both kinds being taught at the same time.

Grammar.—Coarse Print of the Text-book; important notes and exceptions read in the class, but not memorized. Rules of Syntax, without notes, and correction of examples in false syntax. Analysis and parsing of easy simple, complex and compound sentences from the reading lessons. Compositions, once in two weeks, on the same subjects as specified in the first grade.

Geography.—Part Second of the Text-book. California and Nevada. Omit at least three-fourths of the map questions, marking only the important ones in each lesson, and, in the descriptive geography, requiring only important facts to be memorized.

History.—Discoveries, Colonial Settlements and Wars, and the Revolution; the whole to be read and discussed in the class, but the leading facts and events only to be memorized.

Reading and Spelling.—Fifth Reader completed. At least a weekly exercise in writing paragraphs dictated from the Reader. Spelling important words in every lesson to cultivate the habit of observing the orthography of words.

Word-Analysis.—Prefixes, suffixes and roots of words, and the meaning and use of words illustrated by constructing sentences.

Drawing.—Architectural Drawing (for boys): Linear Drawing, Plans and Elevations of Buildings. One lesson of one hour, weekly. For girls: Linear Perspective as applied to drawing from objects; Landscapes in pencil and crayon. One lesson of one hour, weekly.

Vocal Music.—Chromatic Scales and Intervals, Review of Lessons and Exercises in the first part of the Song Book, singly and in concert. Simple exercises in the usual keys, at sight. Songs for two voices, Soprano and Alto. Mason's Third Series of Charts and Third Reader. Time, ten minutes, daily. Lessons by the Special Music Teacher, half an hour, weekly.

FIRST GRADE.

SEC. 32. Arithmetic.—Simple and Compound Interest; Partial Payments (U. S. Rule); Commission and Brokerage; Stocks; Profit and Loss; Banking; Discount; Ratio and Proportion; Square Root; Mensuration and the Metric System; Review with special reference to the discussion of principles, and the analysis of operations; Mental Arithmetic taken in connection with the review of topics in written arithmetic.

Grammar.—Syntactical Parsing and Analysis of Sentences from the reading lessons, with a general review of the text-book.

Weekly exercises in composition, consisting of abstracts of reading lessons, transposition of poetry into prose; abstracts of lessons in Geography and History; reports of oral lessons, letter-writing, and miscellaneous subjects.

Geography.—Physical Geography; Part First of the Textbook; the Pacific Coast. The whole to be read, and important facts only to be memorized.

History.—Text-book completed. Outline review of Dis-

coveries, Colonial Settlements and Wars, and the Revolution, taking only the leading events, and omitting minor details and dates. Constitution of the United States read, with conversational lessons. Five months' course.

Reading and Spelling.—Sixth Reader begun and completed. Spelling in connection with the reading lessons, and with written exercises in other studies.

Word-Analysis.—Prefixes, suffixes and roots of words, and the meaning and use of words illustrated by constructing sentences.

Book-Keeping.—Double Entry. (For boys only.)

Drawing.—Architectural Drawing (for Boys): Details, Plans, and Elevations for Buildings. One lesson of one hour, each week. For Girls: Linear Perspective as applied to drawing from Objects. Landscapes in pencil and crayon. One lesson of one hour, each week.

Vocal Music.—Exercises of the Second Grade reviewed and continued. Songs for Soprano and Alto. Singing easy songs and exercises by note at sight.

Sec. 33. Authorized Text-Books in Grammar and Primary Schools:—

Robinson's Practical Arithmetic 1st and 2d Grades. Robinson's Rudiments of Arithmetic 3d and 4th Grades. Robinson's First Lessons in Mental and Written

Monteith's Manual of Geography ... 3d and 4th Grades.

Monteith's Introduction ... 5th and 6th Grades.

McGuffey's Eclectic Sixth Reader ... 1st Grade.

McGuffey's Eclectic Fifth Reader ... 2d and 3d Grades.

McGuffey's Eclectic Fourth Reader ... 4th and 5th Grades.

McGuffey's Eclectic Third Reader ... 6th Grade.

McGuffey's Eclectic Second Reader ... 7th Grade.

Willson's Primary Speller	McGuffey's Eclectic First Reader8th Grade.
Swinton's Condensed History of the United States	Willson's Primary Speller5th, 6th and 7th Grades.
Payson, Dunton & Scribner's System of Penmanship	
ship	States
Payson, Dunton & Scribner's System of Book- keeping (Double Entry)	Payson, Dunton & Scribner's System of Penman-
keeping (Double Entry)	shipAll Grades.
Swinton's First Lessons in Word-Analysis, 4th and 3d Grades.	Payson, Dunton & Scribner's System of Book-
	keeping (Double Entry)1st Grade.
	Swinton's First Lessons in Word-Analysis, 4th and 3d Grades.
Werz's German Reader	
Grauert's Second Reader	Ahn's German Method1st, 2d, 3d and 4th Grades.
Ahn's Rudiments	Werz's German Reader 1st and 2d Grades.
Douai's First Reader	Grauert's Second Reader3d, 4th and 5th Grades.
Otto's French Grammar1st, 2d and 3d Grades. Pylodet's Beginner's French Reader, 7th, 6th and 5th Grades.	Ahn's Rudiments5th, 6th and 7th Grades.
Pylodet's Beginner's French Reader, 7th, 6th and 5th Grades.	Douai's First Reader 6th and 7th Grades.
	Otto's French Grammar1st, 2d and 3d Grades.
Pylodet's Second " 4th, 3d and 2d Grades.	Pylodet's Beginner's French Reader, 7th, 6th and 5th Grades.
	Pylodet's Second " 4th, 3d and 2d Grades.

Music.—Mason's First Music Reader, 7th Grade; Mason's Second Music Reader, 5th and 6th Grades; Mason's Third Music Reader, 3d and 4th Grades; as selected by the Music Teachers, 1st and 2d Grades.

Books recommended for use of Teachers:

Hart's First Lessons in Composition. French's First Lessons in Arithmetic. Monroe's Physical and Vocal Culture.

Supplementary.—Teachers are forbidden to advise or require pupils to purchase any books whatever, except such as are specified in the preceding list; nor are they allowed to advise or require their pupils to purchase any other articles whatever, other than drawing materials, except the following: A Slate, in all Grades; a Blank Book for Compositions, 1st, 2d, 3d, 4th and 5th Grades; a Blank Book for French and German, 1st, 2d, 3d, 4th and 5th Grades. No pupils shall be required to purchase blank books for spelling exercises, as the Department furnishes paper for the use of pupils.

SEC. 34. Authorized Instruments in Mechanical and Architectural Drawing. Boys' High School, and 1st and 2d Grades of Boys' Grammar Schools.—Box of Compasses; Drawing board, 14 by 20 inches; T Rule; Right Angled Triangle; Faber's Pencil (НННННН); Rubber, Drawing Pins; Draughtman's Scale; Whatman's Drawing Paper.

Third Grade.—Same as the First and Second, with the exception of a Protractor in place of the Box of Compasses.

Fourth Grade.—Drawing Book, Rubber and Cards.

Girls. First and Second Grades: First Half Year.—Drawing Book; Drawing Cards; Rulers; Rubber; Pencil, (HH) or No. 4.

Second Half Year,—For Crayon Drawing: Bristol Board and Whatman's Paper; Drawing Cards; Box of Faber's Pencils; Rubber.

Third Grade.—Drawing Book; Drawing Cards; Box of Faber's Pencils, or Nos. 2 and 3; Rubber.

High School.—The same as in the First and Second Grades of the Grammar Schools.

Sec. 35. Articles supplied from the Depository. Note.—All requisitions for these articles will be addressed by teachers to the Secretary of the Board: Paper for use of pupils; Pens, 303 and 404; Pen Holders; Ink; Slate Pencils; Pencil Baskets; Chalk Crayons; Blackboard Rubbers; Blackboard Pointers; Waste Baskets; Wash Basins; Writing Charts; Webster's Academic Dictionary for teachers' desks; Bells for teachers' desks; Large Bells; Inkstands; Penracks; Paper Files; Towels; Drinking Cups; Hard and soft coal and kindling; Clocks.

Plain envelopes, not to exceed 100 per month for each school of twelve classes, and in the same ratio for other schools.

Willson's Charts, one set for each Grammar School, and each Primary School of four or more classes.

Outline Maps, one set for each Grammar School, and each Primary School of eight or more classes.

Payson and Dunton's Penmanship Charts, one set for each

Grammar School, and for each Primary School of four or more classes.

Dusters, Coal Scuttles, Pokers, Coal Shovels.

Sec. 36. Blanks and Forms prescribed by the Board and furnished to Teachers:

- 1. State Register.
- 2. Class Record.
- 3. Monthly Report Card for Pupils.
- 4. Weekly Merit Cards for Pupils.
- 5. Monthly Report of Attendance.
- 6. Transfer Blanks.
- 7. Detention of Pupils.
- 8. Notices of Absence to Parents.
- 9. Books for Indigent Children.
- 10. Requisitions for Repairs and Supplies.
- 11. Certificates for Probationary Teachers.
- 12. Requisitions for Standing Supplies from the Depository.
 - 13. Certificates of Promotion.
 - 14. Teachers' Time Tables.
 - 15. Blanks for List of Books needed by Pupils.
 - 16. Rules and Regulations of the Board.

REGULATIONS OF THE BOYS' HIGH SCHOOL.

Sec. 37. Purpose.—The Boys' High School is established to afford boys who have graduated from the Grammar Schools, an opportunity for a more liberal education, and to fit those who desire it for entering the University of California.

SEC. 38. Rules.—The principal shall have the general supervision of the school and the direction of assistant

teachers. The general rules and regulations of the Department shall apply to this school.

Sec. 39. Admission.—The standard of admission shall be that of graduation from the Grammar Schools.

SEC. 40. Classification.—When admitted, pupils shall be arranged in divisions according to their proficiency, and shall be graded subsequently according to their scholarship.

Sec. 41. Graduating Exercises.—The graduating exercises shall be held annually in the month of September.

ENGLISH COURSE-SECOND JUNIOR CLASS.

Sec. 42. *Mathematics*.—Geometry, Books, I, II, III; Algebra Chapters I, II; Arithmetic, including the Metric System.

Natural Science. - Natural Philosophy.

English Language.—Grammar; Laws of the Sentence and Paragraph; Synonyms.

History.—Greece and the East.

FIRST JUNIOR CLASS.

Mathematics.—Geometry, Books IV, V; Algebra, Chapters III, IV, V; Arithmetic.

Natural Science.—Natural Philosophy.

English Language.—Grammar; Synonyms; Laws of Description, Narration, and Exposition.

History.—Rome.

MIDDLE CLASS.

Mathematics.—Geometry, Books, VI, VII, VIII; Algebra, Chapters, VI, VII, VIII, IX. Review of Arithmetic.

Natural Science.—Chemistry.

English Language.—Grammar and Rhetorical Parsing; Principles of Persuasion; Poetical Composition and Figures. History.—Middle Ages and 15th Century.

SENIOR CLASS.

Mathematics.—Geometry, Book, IX; Trigonometry; Mensuration; Church's Descriptive Geometry; Algebra, Chapters X, XI.

Natural Science.—Exercises in Mineralogy, Zoology and Physiology.

English Language.—Properties of Style, Rhetorical Parsing.

History.—17th, 18th, and 19th Centuries.

French and German, optional, throughout the course.

Composition and Elocution, throughout the entire course. Mechanical and Architectural Drawing, one hour and

a half weekly, in each class, optional.

Vocal Music, one hour and a-half weekly, through the course, optional.

Book-keeping. First Year. Optional.

CLASSICAL COURSE-SECOND JUNIOR CLASS.

SEC. 34. First Year. Harkness' Introductory Latin Book,

FIRST JUNIOR CLASS.

Harkness's Latin Reader and Grammar; McClintock and Crook's First Greek Book.

MIDDLE CLASS.

Four Books of Cæsar; McClintock and Crook's Second Greek Book; Seven Orations of Cicero; Three Books of Zenophon's Anabasis.

SENIOR CLASS.

Selections from Virgil; Harkness's Latin Prose Composition; Four Books of the Iliad; Hadley's Greek Grammar.

In Mathematics, English Language and History, the studies of the Classical Course are the same as in the English Course during the first two years.

AUTHORIZED TEXT-BOOKS IN THE BOYS' HIGH SCHOOL.

Sec. 44. Davies' Mathematics, with the exception of Arithmetic

Natural Science. — Rolfe and Gillet: Elliot and Stores's Chemistry; Agassiz and Gould's Zoology; Dana's Mineralogy; Hutchison's Physiology.

English Language.—Bain's Rhetoric; Cleveland's Ameri-

can Literature; Cleveland's English Literature.

Miscellaneous. — Willson's Outlines of History; Bryant & Stratton's Book-keeping; Monroe's Vocal Training.

TEXT BOOKS OF CLASSICAL COURSE.

Harkness's Introductory Latin Book, Reader, Grammar and Prose Composition.

Hanson's Latin Prose Book and Poetry Book.

McClintock and Crook's First and Second Greek Book.

Hadley's Greek Grammar.

Boise's Anabasis and Anthon's Homer.

German.—Ahn's Method; Otto's Grammar; Werz's "Schul and Hausfreund;" Oehlschlager's "Lebensbilder."

French.—Otto's Grammar; Dumas's Napoleon; Litterature Française.

GIRLS' HIGH AND NORMAL SCHOOL.

Sec. 45. Purpose.—The Girls' High and Normal School is established to furnish those girls who have graduated from the Grammar Schools with the opportunity for a higher intellectual culture, to prepare them for admission to the University of California, and to qualify those who desire it for the occupation of teaching.

SEC. 46. Rules.—The principal shall have the general supervision of the school and the direction of assistant teachers. The general rules and regulations of the Department shall apply to this school.

SEC. 47. Admission.—The standard of admission shall be that of graduation from the Grammar Schools.

SEC. 48. Graduation.—Pupils who have completed a three years' course of study in a satisfactory manner shall be entitled to receive a diploma. Graduates who desire to become teachers may pursue the course of study for a fourth year, shall teach in the Model School, and on graduating shall be entitled to receive a City Educational Diploma entitling them to teach in the public schools of San Francisco.

Sec. 49. Classification.—When admitted, pupils shall be arranged in divisions according to their proficiency, and shall be graded, subsequently, according to their subsequent scholarship.

Sec. 50. Study at Home.—The lessons assigned for home study shall not be such as to require pupils of average capacity to study more than one hour a day, exclusive of Composition and Drawing.

COURSE OF STUDY.

SEC. 51. First Half Year.—Geometry; Chemistry; Botany; Ancient History; Grammar, including exercises in the Analysis and Structure of Sentences, Etymology and Synonyms; English Literature, comprising a study of select authors, with criticism.

Second Half Year.—Geometry; Chemistry; Botany; Ancient History; Rhetoric and English Literature continued.

SECOND YEAR.

First Half Year, —Algebra; Modern History; Rhetoric and English Literature continued.

Second Half Year.—Algebra; Physiology; Zoology; Modern History; Rhetoric and English Literature.

THIRD YEAR.

First Half Year.—Plane Trigonometry; Physics; Astronomy; Rhetoric and English Literature.

Second Half Year.—Higher Arithmetic, including the Metric System; Physics; Rhetoric and Literature.

COURSE IN DRAWING.

Sec. 52. First Year.—Review of Perspective Drawing, Cravon and Pencil Drawing.

Second Year. — Drawing from Nature, Flowers, etc.,

Crayon and Pencil Drawing.

Third Year.—Designing Patterns, Figures, Landscape, Drawing, Animals or Flowers in Cravon or Pencil.

Time.—One hour weekly in each class through the course.

GENERAL STUDIES.

Sec. 53. Exercises in Reading, Elocution and Composition, continued in every class throughout the entire course.

Vocal Music, half an hour in each class, weekly, throughout the course.

French and German, optional, throughout the course.

CLASSICAL COURSE.

Sec. 54. Whenever there shall be a sufficient number of pupils desiring instruction in the ancient languages to form a class of fifteen or more members, a classical course shall be established for the purpose of fitting students to enter the College of Letters in the University of California.

The following studies shall be suitably arranged for a three

years' course:

Latin Grammar; Cæsar, four books; Virgil, six books of the Æneid; Cicero, six orations; Greek Grammar; Xenophon's Anabasis, three books.

Higher Arithmetic in all its branches, including the extraction of square and cube roots, and the Metric System of Weights and Measures; Algebra, to Quadratic Equations; Geometry, first four books; English Grammar; Geography; Vocal Music and Drawing.

No English studies shall be required except those specified in the above course. French and German, optional.

NORMAL SCHOOL CLASS.

Sec. 55. Fourth Year,—The course of instruction in this class shall include the principles of teaching, as a science; the proper methods of imparting instruction in the several grades of the Primary and Grammar Schools, and the principles and rules requisite for the discipline and general management of schools.

Review of Arithmetic, with special reference to principles and methods.

History of the United States, reviewed with special reference to methods.

Exercises in Composition, Analysis of Sentences and Etymology.

Reading and Elocution.

Review of the elements of Vocal Music, with special drill on methods of instruction in Primary Schools.

Geology and Mineralogy.

Mental Philosophy of Teaching, using Russell's Normal Training.

Constitution of the United States, and California School Law.

Review of the Elements of Linear and Perspective Drawing.

MODEL SCHOOL.

Sec. 56. Purpose.—The Model School is established to afford the members of the Normal Class special facilities for learning and practicing methods of instruction and discipline, and it shall be under the supervision of the Committee on High Schools.

Sec. 57. Classification.—It shall consist of four or more classes, with the same course of study that is pursued in the corresponding grades of other public schools.

SEC. 58. Teachers.—The Principal shall have charge of the school, and shall direct assistants, and supervise pupil teachers from the Normal Class, detailed alphabetically by the Principal of the High School, to observe methods and conduct exercises.

Sec. 59. Records.—The Principal shall keep a record of the success of each pupil teacher, which shall form a part of the standard for graduation.

Sec. 60. Authorized Text Books in the Girls' High School:
Mathematics.—Davies' Geometry and Trigonometry; Ray's
Algebra, Church's Descriptive Geometry.

Science.—Rolfe and Gillet's Natural Philosophy; Steele's Chemistry; Tenney's Natural History (abridged); Dana's Mineralogy and Geology (abridged); Gray's Botany; Rolfe & Gillet's Astronomy.

Miscellaneous.—Bain's and Bonnell's Rhetoric; Bullion's Grammar; Anderson's History; Monroe's Physical and Vocal Training; Hutchison's Physiology.

German.—Same as in the Cosmopolitan Schools and Boys' High School.

French.—Otto's Grammar.—Le Fevas' Elementary Reader; Dumas' Life of Napoleon; Spiers and Surenne's Pronouncing Dictionary.

Latin and Greek.—Same as in the Boys' High School..

EVENING SCHOOLS.

Sec. 61. *Purpose.*—The Evening Schools of this city are established to afford the means of an English education to boys and girls who are unable to attend the day schools, and to adults who may wish to avail themselves of the privileges which they afford.

Sec. 62. Admission.—They shall be free to all persons over ten years of age.

Sec. 63. Terms.—They shall be continued for the same length of time during the year as the day schools, with the same vacations.

Sec. 64. Studies.—The studies pursued in these schools shall be Reading, Spelling, Writing, Arithmetic, Grammar, Architectural Drawing, Mechanical Drawing, Book-keeping, Algebra and Geometry.

Sec. 65. Day Pupils—No pupil attending a day school shall be permitted to attend the evening schools, except for

the purpose of securing lessons in drawing.

Sec. 66. Sessions.—The sessions shall be held every evening in the week, except Saturday and Sunday, and shall be two hours in length—the time for opening and closing to be determined by the Committee on Evening Schools, according to the season of the year.

Sec. 67. Principal.—The Principal shall not be required to teach a class, but shall have the general superintendence of the school.

Sec. 68. Teachers.—Teachers are required to be present ten minutes before the time for opening school.

SEC, 69.—Average Number of a Class.—No graded class shall be continued unless the average daily attendance equal or exceed twenty-five, and no ungraded class, unless the average attendance equal or exceed twenty.

SEC. 70. Classification.—The classes in the Central Evening School, shall be graded as nearly as practicable in conformity with the grades in the day schools, and the same text-books shall be used, unless exceptions are authorized by the Evening School Committee.

Sec. 71. Rules.—The general regulations of the Department shall apply to Evening Schools, except as herein pro-

vided.

GRAMMAR SCHOOLS OF SAN FRANCISCO.

School.	Sex.	Location.
Spring Valley School,	Boys and Girls,	Broadway, bet. Larkin and Polk.
Broadway School,	Girls,	Broadway, bet. Powell and Mason.
Union School,	Boys,	Union, bet. Montgom'y and Kearny.
North Cosmopolitan School,	Boys and Girls,	Filbert, bet. Jones and Taylor.
Washington School,	Boys,	Mason and Washington streets.
Denman School,	Girls,	Bush and Taylor streets.
Sonth Cosmopolitan School,	Boys and Girls,	Bush and Stockton streets.
Lincoln School,	Boys.	Fifth and Market streets.
Rincon School,	Girls,	Vassar Place.
Eighth Street School,	Boys and Girls,	Eighth street, near Harrison.
Hayes Valley School,	Boys and Girls,	McAllister street.
Valencia School,	Boys and Girls,	Valencia and Twenty-second street.
South San Francisco School,	Boys and Girls,	South San Francisco.



